

Good afternoon!

- This is the 2025 MIS Data Submission Training Webinar 2
- We will begin at 1pm
- The webinar will be recorded
- The slides will be shared after the webinar

2025 MIS Data Submission Training Webinar 2

Todd Hoig, Director of MIS

Webinar Housekeeping Notes

- This webinar is being recorded.
- Questions: Please submit questions using the Q&A tab. The MIS and Research teams will be monitoring the Q&A to respond to questions during the presentation and we will also reserve time at the end of the presentation for additional questions and responses.
- The presentation slides and a link to the recording will be made available at <https://webdata.cccco.edu/>

Agenda

- Background and general info regarding MIS data submission
- Student Demographics data file
- Special Populations data file
- Common errors and troubleshooting tips
- Preview of upcoming MIS Data Submission Training Webinars
- Questions

MIS Data Submission



CCCCO MIS Data Collected from Districts

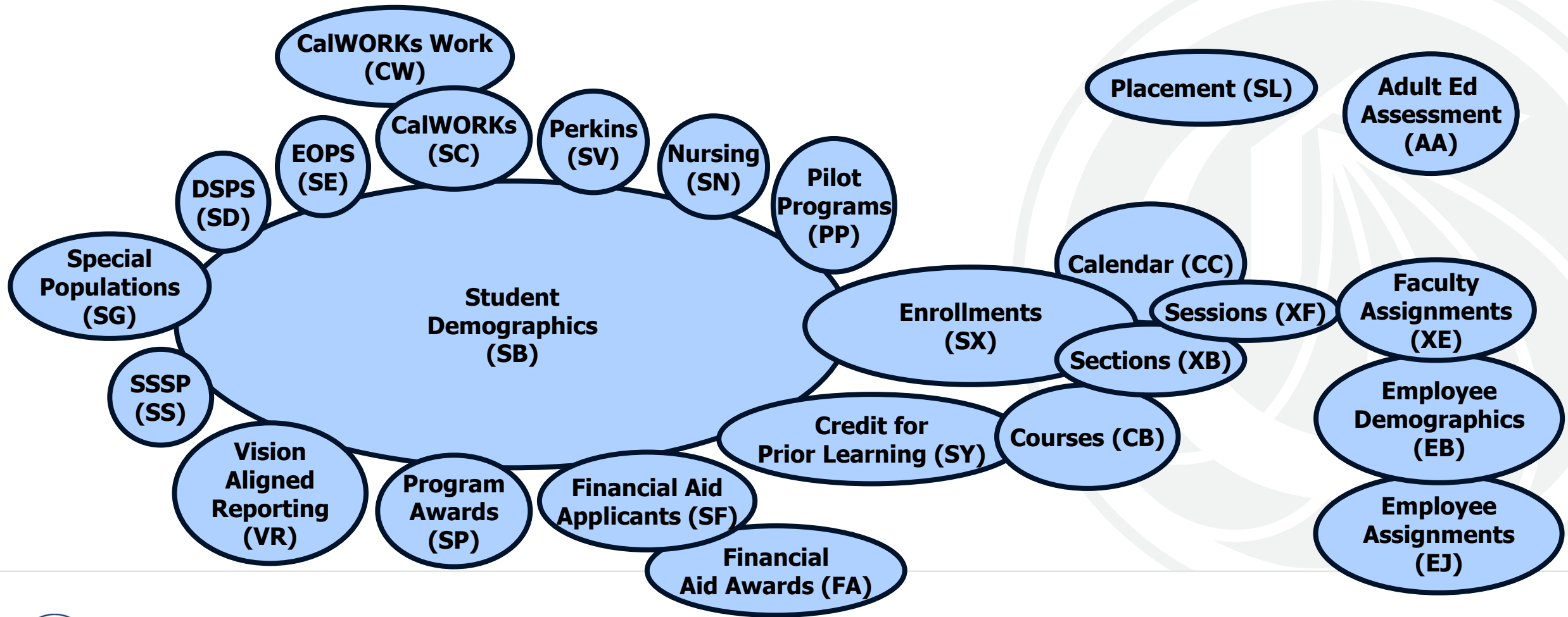
- Student, Course, Enrollment, Program Award, Financial Aid, Employee, etc.
- Data submitted on a term or annual basis depending on the type of data

CCCCO MIS Data Element Dictionary (DED)

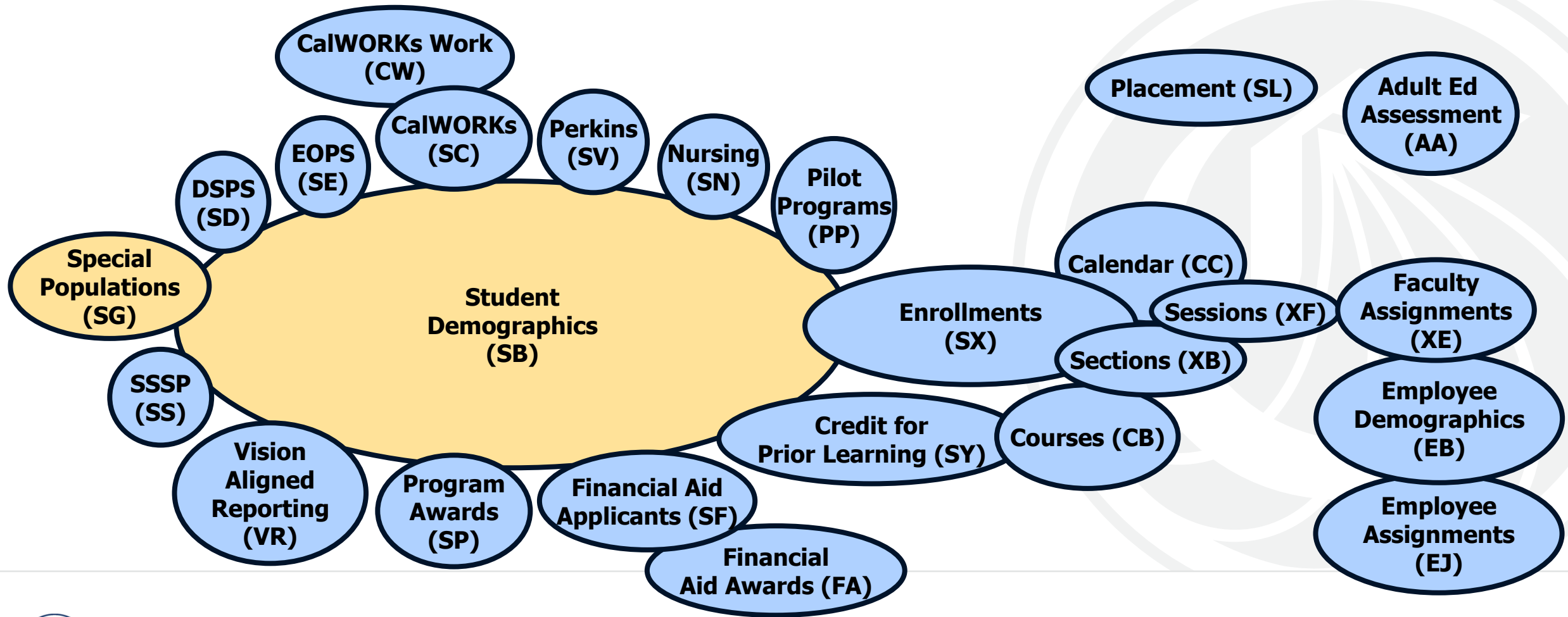
webdata.cccco.edu/ded

- Specifications for MIS data submission, including file domains, formats, element definitions, edits, history

MIS Data Files



MIS Data Files



Student Demographics (SB) File

Student Demographics (SB) File

- Submitted after each term
- Contains one record per college/term/student
- Records should be reported for all students meeting domain criteria
- Elements include student parameters such as name, birthdate, gender, ethnicity, education status, enrollment status, etc.

Student Demographics (SB) File Domain

Include a record for every student who meets any of the following criteria at the college during the term:

- Qualifying enrollment (resulted in a notation on the student's official record)
- Participated in/received a service from a student service program (DSPS, EOPS, CalWORKs, SSSP, MESA, Umoja, CAFYES, A2MEND, Rising Scholars, etc.)
- Received a financial aid award

SB File Error Troubleshooting

- SB file edits are mostly syntactical and quality
- Education Status (SB11) and Enrollment Status (SB15) must agree
- Education Status (SB11) and High School (SB12) must agree for special admit students

SB File Data Quality Edits

- **SB08** More than 5% of credit students have zip code set to 'unknown'
- **SB09** More than 20% out of state residency status for credit students
- **SB11** More than 25% unknown education status for credit students
- **SB14** More than 70% of credit students have "unknown" goal
- **SB14** More than 70% of credit student have "not applicable" goal
- **SB15** Less than 50% continuing enrollment status for credit students
- **SB15** More than 10% unknown enrollment status for credit students
- **SB22** More than 50% of credit students have 'unknown' academic standing
- **SB22** More than 50% of credit students have 'not applicable' academic standing
- **SB22** 100% of credit students have good academic standing
- **SB26** More than 3.5% of students are flagged as WIA participants
- **SB29** More than 15% unknown ethnicity for credit students
- **SB33** Not a single student with known parent education status
- **SB34** More than 25% of students do not have a CCC ID ('XXXXXXXX')

Student Identifier (SB00) Updates

Student Identifier (SB00) Updates

- SB00 can be reported as SSN, ITIN, or district assigned unique identifier
- SB01 indicates the type of identifier reported in SB00
- Student identifiers used in previous submissions can be batch updated through the Student Identifier (SB00) Update process
- District may submit update request file containing old and new SB00/SB01 values
- Process produces report listing status of each update
- Sequence of student identifier updates and data submissions

Special Populations (SG) File

Special Populations (SG) File

- Submitted after each term
- Contains one record per college/term/student
- Records should be reported for all students meeting domain criteria
- Elements include...
 - Student characteristics, such as current and former military service, foster youth, juvenile or adult justice impacted, etc.
 - Student service program participation, such as MESA, Puente, Umoja, etc.
 - Student educational program participation, such as Baccalaureate program, dual admission program, etc.

Special Populations (SG) File Domain

Include a record for every student who meets either of the following criteria at the college during the term:

- Qualifying enrollment (resulted in a notation on the student's official record)
- Participated in/received a service from a student service program (DSPS, EOPS, CalWORKs, SSSP, MESA, Umoja, CAFYES, A2MEND, Rising Scholars, etc.)

SG File Error Troubleshooting

- SG file edits are mostly syntactical
- Active Reserve and National Guard service must be internally consistent
- If any record is reported as not applicable (such as when a college does not offer a specific student service program), all records must be reported as not applicable
- Baccalaureate program control number not found

Preview of Upcoming Webinars

Upcoming MIS Data Submission Training Webinars

Enrollment, Credit for Prior Learning, and Student Services

Friday, September 12, 2025, 11:00–11:50 am

Program Awards, Financial Aid, and District Employee/Staffing Data

Friday, September 26, 2025, 11:00–11:50 am

Questions



Thank you

